

**POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH,
CHANDIGARH-160012**



Phone No.0172-2755578, Fax No.2744401, Website: www.pgimer.edu.in

Recruitment Cell

Advt. No.: **PGI/RC/041/2016 /3900**

Dated:11.06.2016

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

CLOSING DATE FOR SUBMISSION OF OFFLINE APPLICATIONS (Personally/By Speed Post/Regd. Post/Courier) IS UPTO **1st JULY 2016 (4.00 PM)**. AFTER WHICH THE LINK WILL BE DISABLED. Please visit website: www.pgimer.edu.in

DATE FOR DETERMINING ELIGIBILITY OF ALL CANDIDATES IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND EXPERIENCE, IF ANY etc. SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF OFFLINE APPLICATION i.e. **1st JULY 2016**.

Postgraduate Institute of Medical Education & Research (PGIMER), Chandigarh invites offline applications from the citizens of India for recruitment under Special Recruitment Drive for Persons with Disabilities for the following posts on regular basis:-

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts reserved	Suitability for persons with disability
	<u>Administrative Wing</u>			
1.	Stenographer	STENO/041	02	OA, OL, BL, OAL, B, LV
	<u>Hospital Wing</u>			
2.	Medical Physicist (Radiotherapy)	MPR/010	02	O.L.
3.	Assistant Dietician	AD/087	01	OA, OL
4.	Staff Nurse Grade-II	NUR/001	30	O.L.
5.	Junior Technician (X-ray)	JTXR/014	01	OL, HH
6.	Junior Technician (Radiotherapy)	JTR/006	01	OL, HH
7.	Junior Speech Therapist	JST/015	01	OL, BL, OA
8.	Junior Technician (Lab)	JTL/005	04	OA, OL
9.	Operation Theatre Assistant	OTA/007	04	OL, HH
	<u>Engineering Wing</u>			
10.	Junior Engineer (Ref. A/C)	JERAC/029	01	OA, OL, BL, H.H.
11.	Technician Grade-IV (Painter / White Washer)	TECH(P/W) /069	01	OL, HH.

Sr. No.	Name of the Post(s)	Post Code	Total No. of posts reserved	Suitability for persons with disability
12.	Technician Grade-IV (Carpenter)	TGC/042	01	OL, HH.
13.	Technician Grade-IV (Public Health)	TECH(PH)/068	01	OL, HH.
14.	Technician Grade-IV (RAC)	TECH(RAC)/070	01	OL, HH.
15.	Lift Operator Grade-III	LIFTOP/073	01	OL, OA, B, LV, HH.

PAY SCALE -

For Sr.No.1 Rs.5200-20200 + Grade Pay Rs.2400/-.
For Sr.No.2 Rs.15600-39100 + Grade Pay Rs.5400/-.
For Sr.No.4 Rs.9300-34800 + Grade Pay Rs.4600/-.
For Sr.No.3, 5 to 8, 10 Rs.9300-34800 + Grade Pay Rs.4200/-.
For Sr.No.9 Rs.5200-20200 + Grade Pay Rs.2800/-
For Sr.No.11 to 15 Rs.5200-20200 + Grade Pay Rs.1900/-

AGE LIMIT -

- 18-30 years.
- 18-35 years (for Sr.No.2 only).
- Upper age limit for persons with disabilities shall be relaxable by ten (10) years (15 years in case of SCs/STs and 13 years for OBCs).

The last date of receipt of offline application (Personally/By Speed Post/Regd. Post/Courier) is upto 01.07.2016 (upto 4.00 PM).

NOTE-I : The above vacancies are provisional and subject to variation. The Director, PGIMER, Chandigarh reserves the right to vary the number of vacancies at any stage. PGIMER also reserve the right to withdraw any post at any stage.

NOTE-II : FOR PHYSICALLY HANDICAPPED CATEGORY:

These posts are exclusively reserved under 3% quota for Physically Handicapped persons and the candidates will be selected against the vacancy of respective categories of SC/ST/OBC/Unreserved as the case may be.

The persons who suffer from not less than 40% of disability will only be eligible for the benefit of reservation and other relaxations as permissible under the rules. The applicant must have a valid Disability Certificate issued from the competent authority i.e. Medical Board duly constituted by the Central or the State Government. Certificate issued by the Medical Practitioner, Hospital or any other Institution will not be considered.

Relaxation for providing facilities of Scribe / Reader / Lab Assistant and extra time would be allowed to persons having disability of 40%

or more, if so desired by the persons as per instructions of Govt. of India.

The candidates applying under the category '*Persons with Disabilities*' for the above said posts are exempted for payment of any application fee.

A. BASIC DETAILS:

- (i) Date of written Examination, result, eligibility or any other instructions pertaining to these posts **will be uploaded on website** as per the approved guidelines followed in the Institute.
- (ii) The written examination for all the posts will be conducted in English language only.
- (iii) Date for Downloading of call letters will also be uploaded on website.
- (iv) Helpline Desk: 0172-2755587 from 0900-1700 hours on all working days.

Abbreviations:- UR= Un-reserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC= Other Backward Classes, PWD = Persons With Disabilities, O.H. = Orthopedically Handicapped; OL = one leg affected (R and/or L); OA = one arm affected (R or L); BL = both legs affected but not arms; OAL = One Arm and One Leg; B = Blind; LV = Low Vision; HH = Hearing Handicapped (persons suffering from hearing impairment)

B. ELIGIBILITY CRITERIA:-

i) ESSENTIAL EDUCATIONAL QUALIFICATION(S)/ EXPERIENCE:

Sr. No.	Name of the Post(s)	Qualification/ Experience
	Administrative Wing	
1.	Stenographer	<ul style="list-style-type: none"> i) 12th class pass or equivalent qualification from a recognized Board or University. ii) Dictation at the speed of 80 w.p.m. in Stenography (English or Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer.
	Hospital Wing	
2.	Medical Physicist (Radiotherapy)	M.Sc. in Medical Physics or equivalent from a recognized University. OR M.Sc. in Physics from a recognized University with Diploma in Radiation Physics (DRP) from a recognized University/Institute.

Sr. No.	Name of the Post(s)	Qualification/ Experience
3.	Assistant Dietician	i. M.Sc. (Food & Nutrition) from a recognized University/Institution. ii. Two years experience in the line preferably in a teaching hospital.
4.	Staff Nurse Grade-II	i. Matriculation or its equivalent from a recognized University/Board. ii. Certificate in General Nursing and Midwifery from a recognized Institution or equivalent qualification for Male Nurse. iii. Should be a registered 'A' grade Nurse and midwife with a State Nursing Council or equivalent qualification for Male Nurse.
5.	Junior Technician (X-ray)	B.Sc. Medical Technology (X-ray) / B.Sc. Medical Technology Radiology / B.Sc. Medical Technology Radio-diagnosis / B.Sc. Medical Technology Radio-diagnosis & Imaging Technology.
6.	Junior Technician (Radiotherapy)	B.Sc. Medical Technology (Radiology / Radiotherapy).
7.	Junior Speech Therapist	<p><u>Essential</u></p> <p>B.Sc. Speech and Hearing from a recognized University/Institution.</p> <p><u>Desirable</u></p> <p>One year's experience (clinical) in speech and Audiology in medical Institute of repute.</p>
8.	Junior Technician (Lab)	B.Sc. Medical Lab. Technology. OR B.Sc. with Diploma in Medical Lab. Technology.
9.	Operation Theatre Assistant	B.Sc. Medical Technology (Operation Theatre/Anaesthesia).
	<u>Engineering Wing</u>	
10.	Junior Engineer (Ref. A/C)	Degree in respective branch of Engineering or minimum 3 years diploma in respective branch of Engineering from a recognized Institute.

Sr. No.	Name of the Post(s)	Qualification/ Experience
11.	Technician Grade-IV (Painter / White Washer)	Matric / 10 th Std. with ITI Certificate in the respective trade.
12.	Technician Grade-IV (Carpenter)	Matric / 10 th Std. with ITI Certificate in the respective trade.
13.	Technician Grade-IV (Public Health)	Matric / 10 th Std. with ITI Certificate in the respective trade.
14.	Technician Grade-IV (RAC)	Matric / 10 th Std. with ITI Certificate in the respective trade.
15.	Lift Operator Grade-III	Matric with ITI Certificate in Electrical trade.

NOTE: The period of experience wherever prescribed shall be counted after obtaining the prescribed qualification.

C. SELECTION PROCEDURE:-

The candidates will be required to apply offline on a given format alongwith all the certificates/documents/testimonials etc. Based on these documents supplied by the candidates, the disability of all the candidates will be ascertained by a Medical Board (after the written examination) constituted by the competent authority of the Institute as per the Recruitment Rules and candidates adjudged eligible by the Medical Board would be considered for selection. The candidates would thus be required to appear before the said Medical Board on a day and time to be notified in due course of time.

The written examination in English language would be of 105 minutes (five minutes for biometric capturing) duration and will consist of 100 questions (each question shall be of one mark). During these hours, the candidates will be required to undergo biometrics test so as to ascertain any impersonation in the examination. There will be a negative marking to the extent of 0.25 marks per question for a wrong response. On the basis of written examination, candidates, three times of the vacancies advertised will be short-listed. It is made clear that merely appearing for the written test does not make a candidate eligible for the post for which he/she has applied.

The candidates who are found eligible on this basis, their merit list will be prepared alongwith a waiting list thereof from the shortlisted candidates based on marks obtained by the candidate in written examination. The minimum qualifying marks will be 40% for General and 35% for SC/ST and OBC category. As the Govt. of India has dispensed with the holding of interview for Group 'B' and Group 'C' posts (non-gazetted), there will be no interview for these posts and the candidates will be selected on the basis of merit in the written examination only.

Further, the candidates should also bring the testimonials and certificates *in original* which would be checked and the candidates who are declared eligible would be finally selected for these posts.

Syllabus for written examination:-

- I. The syllabus of written examination for the posts of **Medical Physicist (Radiotherapy), Assistant Dietician, Staff Nurse Grade-II, Junior Technician (X-ray), Junior Technician (Radiotherapy), Junior Speech Therapist, Junior Technician (Lab), Operation Theatre Assistant and for the posts pertaining to Engineering Wing of the Institute** will be of such nature as the candidate has studied during his/her professional course.
- II. The syllabus of written examination for the posts of **Stenographers** would be as under:-

Sr. No.	Syllabus
1.	English (12 th standard)
2.	Maths (Matric standard)
3.	General Knowledge
4.	Hindi (Matric standard)
5.	Reasoning

On the basis of written examination, candidates, ten times of the vacancies advertised will be short-listed and a merit list will be prepared based on this merit. Only those candidates who are found eligible will be called for skill test (shorthand test) as the case may be.

SKILL TEST:-

- (i) The candidates ten times of the vacancies advertised will be called for skill test i.e. dictation at the speed of 80 w.p.m. in Stenography (English or Hindi) with transcription time of 50 minutes (English) or 65 minutes (Hindi) on computer.
- (ii) The skill test will be of maximum 100 marks. Total 800 words will be dictated at the speed of 80 wpm for 10 minutes. 5% mistakes will be allowed to qualify the shorthand test and a candidate who commits more than 5% mistakes i.e. more than 40 mistakes, will be declared as fail. 0.5 marks each will be deducted for committing a single mistake and on this merit, the candidates will be asked to submit their all testimonials/certificates/documents etc. Based on these documents, the scrutiny of the same will be done to check their eligibility and only those candidates who are found eligible will be considered for selection on merit basis. To qualify for selection, the passing of skill test is essential. Those who could not qualify the skill test will not be considered for selection and they will not have any claim for selection irrespective of the marks in the written examination.

FOR GROUP 'A' POST (Sr. No.2 only):-

The written examination would be of 1½ hours (90 minutes) duration and will consist of 85 marks. There will be 85 multiple choice objective type questions. Each question will be of 1 mark. There will be negative marking to the extent of 0.25 marks per question for a wrong response. During these One and Half hours the candidates will be required to undergo biometrics test so as to check any impersonation in the examination.

On the basis of written examination, candidates, four times of the vacancies advertised will be short-listed and a merit list will be prepared based on this merit. Based on the documents supplied by the candidates, the scrutiny of the applications will be done and only those candidates who are found eligible after scrutiny will be called for interview. The interview will consist of 15 marks. The minimum qualifying marks (written & interview) will be 40% for General and 35% for SC/ST and OBC category.

It is, therefore, desired that candidates should make sure themselves that they fulfill all the eligibility criteria before applying for the post. The final selection will be made on the basis of marks obtained by the candidates in the written examination and the marks obtained in the interview. This merit will be prepared on the basis of marks obtained out of total marks. It is made clear that merely appearing for the written test does not make a candidate eligible for the post for which the candidate has applied.

D. HOW TO APPLY:-

1. The candidates applying for the post should first confirm their eligibility before going to the website of the Institute i.e. www.pgimer.edu.in.
2. All eligible candidates should apply offline before the last date of receipt of application form.
3. Candidates are required to have a valid personal e-mail ID which should be kept active during the recruitment process. The candidates should ensure that the email ID is not shared or disclosed to any body. In case, a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying.
4. The candidate should download the application form and fill his/her form available on the PGIMER website. He/She should fill all the fields of the form. No field should be left blank.
5. The candidates, who wish to apply for the above said posts, are advised to download the application form from the PGI website and submit the same alongwith copies of supporting documents/testimonials duly attested by a Gazetted Officer. The application complete in all respects must reach in the office of **Asstt. Administrative Officer, Recruitment Cell, PGIMER, Sector 12, Chandigarh through Regd. Post / Speed Post / Personally / Courier on or before 1st JULY 2016 (upto 4.00 PM)**. No application received after due date will be entertained and candidature of such applicants

will be treated as cancelled. The Institute would not be responsible for postal delay or delay due to any other reason.

6. Further, instructions regarding Written Test etc. will be given to the candidates along with the admit card/call letter as information Hand out on PGI website.

E. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM:

1. The candidate should enter his/her name in capital letters by using each block for one. After first & second name with the gap of one box for example:-

R	A	M		S	I	N	G	H		K	A	P	U	R		
---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	--	--

2. The same pattern will also be followed for filling up the Father's/Husband's name.
3. i) The candidate should enter his/her Date of Birth as per example given below:

3	0	S	e	p	1	9	8	7
DAY		MONTH			YEAR			

- ii) The candidate should enter his/her age as on the last date of receipt of application as per example given below:-

2	8	0	0	0	0
YEARS		MONTH		DAYS	

4. The candidate is required to mention clearly his/her Email ID in the specified column of application form.

INSTRUCTIONS TO CANDIDATES APPEARING IN WRITTEN EXAMINATION

F. Answer Sheet particulars

- In the test booklet, write with ball point pen (blue/black) the Centre code number, test booklet series (in bracket) and roll number at the appropriate space provided on the answer sheet at the top. Also, encode (in pencil) your Centre code number, booklet series (A, B, C or D, as the case may be), Booklet Number and roll number in the circles provided for the purpose in the answer sheet. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the invigilator and get the test booklet/answer sheet replaced.
- All corrections and changes in writing roll number must be initialed by the candidates as well as by the Invigilator and countersigned by the Supervisor.
- Immediately after commencement of the examination, please check that the test booklet supplied to you does not have any un-printed or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.

- Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.
- Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.
- No TA/DA will be paid to the candidates for appearing in written examination(s).
- Decision of the PGIMER, Chandigarh in all matters regarding eligibility, conduct of examination and selection would be final and binding on the candidates. No correspondence whatsoever would be entertained by the PGIMER, Chandigarh in this regard.
- You may note that since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.
- Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.
- As soon as the candidate receives the Answer Sheet, he/she should check that it is numbered at the bottom. If it is found un-numbered he/she should at once get or replace the same by a numbered one immediately.
- The test Booklet Series is indicated by Alphabets, A, B, C, or D at the top right hand corner of the Booklet.
- All that is required is to blacken completely the circle marks as per example given below:-

Centre Code Number	Booklet Series	Booklet Number	Roll Number
01	(B)	2580	17855
● 0	A	0 0 0 ●	0 0 0 0 0
1 ●	●	1 1 1 1	● 1 1 1 1
2 2	C	● 2 2 2	2 2 2 2 2
3 3	D	3 3 3 3	3 3 3 3 3
4 4		4 4 4 4	4 4 4 4 4
5 5		5 ● 5 5	5 5 5 ● ●
6 6		6 6 6 6	6 6 6 6 6
7 7		7 7 7 7	7 ● 7 7 7
8 8		8 8 ● 8	8 8 ● 8 8
9 9		9 9 9 9	9 9 9 9 9

IMPORTANT: Please ensure that you have carefully en-coded your Centre Code No., Booklet Series, Booklet No. and Roll No. *with Ball Pen*. If you make any mistake, erase it completely and remark correctly.

This is just illustrative and may not be relevant to your examination.

G. GENERAL INSTRUCTIONS:-

- Candidates are advised in their own interest to apply much before the closing date and should not wait till the last date.
- In case, the applications received are less in number i.e. 6 for one post, 9 for two posts and 10 for three posts, the posts would be re-advertised.
- A candidate applying for more than one post, is required to submit separate application form for each post, complete in all respects.
- The candidates must ensure that they fulfill eligibility criteria and that the particulars furnished by them in the application are correct in all respects. Mere appearance for the written examination by a candidate does not imply that the candidate is eligible for the post. If at any stage it is found that the candidate has furnished any incorrect information or has suppressed material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after the appointment, his/her services will be summarily terminated.
- The question paper shall contain multiple-choice questions with four options and single correct answer. Un-attempted questions shall be awarded zero marks and multiple responses shall also carry zero marks. The correct way of marking answer options is given below. For example, if your response to question No.12 is **B** then mark it as below:-

Example: 12. A **B** C D

- Candidates will mark the answer on a separate OMR Answer-Sheet using **BLUE/BLACK BALL PEN.**
- The answer-Sheets will be scanned by the Optical Mark Reader (OMR) and scores will be generated.
- **Qualifying marks:** The candidates are required to get minimum 40% and 35% qualifying marks out of total marks (the marks obtained by the candidate in Written) for General Category and SC/ST/OBC category respectively. The selection will be made purely on merit basis.
- The candidates shall ensure that they should bring with them the admit card for appearing in the examination. In the absence of Admit Card candidate will not be allowed to appear for the examination.
- Do not bring any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets pertaining to earlier session(s) etc. into the Examination Hall.

- **All the candidates appearing for the written examination are instructed NOT TO BRING mobile phones/pager/wrist watch/ring/wallets/ladies purse/ornaments (earings, nosepin, bangles, rings etc.) or any other electronic device to the examination hall. The candidates with these devices will not be permitted to enter in the examination hall. The officials in the examination centre are not responsible for the safe custody of the belonging of the candidates and they have to make their own arrangement for their safe custody.**
- **Videography/Still Photography and Biometric finger print capturing will also be done during the examination. For this, five (5) minutes extra time will be given to the candidates.**
- **Candidates are allowed to appear in the written examination provisionally. The entry of the candidate in the examination hall will be atleast 1 hour before the written examination, only on the production of admit card issued by the Institute. The entry to the examination hall will be closed 15 minutes before the commencement of the written examination.** Frisking of all the candidates will be carried out at the entry gate of the examination centre. The candidate should bring his/her identity proof viz. voter's card, driving license, Aadhar Card etc. which can be demanded by the Invigilator Staff in case of any doubt.
- Candidates are advised in their own interest not to bring any of the banned item including mobile phones etc. to the venue of the examination, as arrangements for safekeeping cannot be assured.
- If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct.
- If a question is left blank i.e. no answer is given by the candidates, there will be no penalty for that question.
- No candidate shall copy from the papers of any other candidate nor permit his papers to be copied/give/attempt to give/obtain/attempt to obtain irregular assistance of any description.
- No candidate should misbehave in any manner create disorderly scene in the Examination Hall or harass the staff employed by the Institute for the conduct of the examination. Any such misconduct will be severely penalized.
- **Cut-Offs (Minimum Qualifying Marks) on Objective tests will be decided based on the Group performance.**
- The candidates will be short-listed after written examination in the ratio of **1:10 (for Sr.No.1 only), 1:4 (for Sr.No.2 only)** and **1:3** against the advertised vacancies.
- The candidates who are working in Govt./Semi Govt./Autonomous Body etc. must obtain the **"NO OBJECTION CERTIFICATE"** from their present employers.

- Before applying, the candidates should satisfy themselves regarding qualification, age, experience and other requirements as per this advertisement notice. They should fill the application form accurately with all details and attach certified copies of all certificates/testimonials as required. No addition/deletion/alteration will be allowed subsequently and no further correspondence will be entertained in this regard.
- Appointment of selected candidates will be subject to verification of the testimonials/certificates and his/her being declared medically fit by the PGIMER, Chandigarh.
- The candidates are advised to visit PGI website regularly for further Instructions, if any.

D I R E C T O R
PGIMER, CHANDIGARH.